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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Office of Logistics Objectives Review, Second  
and Third Quarter, Fiscal Year 1955

REFERENCE : Memo from O/L dated 27 Sep 1954, subject:  
"Accomplishments During FY-1954 and Major  
Objectives for FY-1955"

1. This Office recently has completed an analysis of the status of Office objectives for FY-1955 reported in referenced memorandum. It has been necessary during the past six months to expend a substantial portion of available manpower in the preparation of material for various investigations and surveys of the Office of Logistics. However, considerable progress has been made toward the accomplishment of continuing objectives of this Office.

2. The following are major accomplishments realized in the past six-month period:

a. A review was conducted of logistics activities in Europe and distribution was made of a comprehensive report so that improvements recommended could be implemented.

b. A total of nineteen (19) Agency Logistics regulatory issuances, twelve (12) Logistics Instructions, thirty-one (31) Logistics Notices were published.

c. One hundred twenty-two (122) evaluations of employee suggestions were submitted to the Incentive Awards Committee. Twelve monetary awards, totaling \$835.00, have been made to Office of Logistics employees. Savings from suggestions recommended for adoption and/or implemented by the Office of Logistics total approximately \$28,000.

d. Narrative, statistical and graphical material reflecting Office of Logistics operations was developed and furnished for use in connection with the Clark Committee survey.

e. A report of the Classification Survey containing position descriptions for the greater portion of the Office of Logistics positions was completed and disseminated throughout the Office of Logistics.

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f. A Forms Control Program for the Office of Logistics has been established.

g. A technical handbook has been developed which provides guidance and format for the preparation and development of a Logistics annex.

h. A centralized control has been established to maintain current records and review of all actions pertaining to Agency motor vehicles, both domestic and field, including allocation, operation, use, maintenance, redistribution, procurement, and disposal.

i. Alterations in the Recreation and Service Building were completed and the second cafeteria line was placed in operation.

j. Detailed records were developed reflecting vital information on overseas OL Career Service designee positions and incumbents.

k. A revised system of nominating and selecting OL Career Service designee personnel for overseas assignments was developed and installed.

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l. Motion picture duplicating services are now available to the Agency at the [redacted] printing plant.

m. Based upon recommendations made by the Inspector General's survey of the Office of Logistics, an organizational change was effected by consolidating the functions of the Assistant Chief of Operations and the Technical Review and Policy Staff. Staff functions with appropriate slots were transferred to the Assistant Director of Logistics.

3. Satisfactory progress has been made in the remaining objectives scheduled for completion during Fiscal Year-1955. Additional objectives commenced during the period are:

a. Corrective action regarding organizational and other changes recommended by the Inspector General, which were concurred in by the Office of Logistics and the Deputy Director (Support), will be accomplished through studies being made during the current quarter.

b. The method of handling cables within the Office of Logistics will be revised and improved.

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c. A supervisory training course for Office of Logistics personnel will be conducted.

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d. A procedure will be developed for the procurement, accounting, and issuance of [REDACTED] bus passes for Agency employees who have to visit [REDACTED] installations in the Washington, D.C. area.

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e. A study for the authorization of the establishment of a European Supply Control Center will be completed.

f. Overseas field depot operational plans defining responsibilities and procedures incumbent upon the depot commander and subordinate logistics activities within his jurisdiction will be developed.

g. Planning will be placed at a level removed from co-ordinating and expediting current operations to ensure maximum planning effectiveness and efficient logistical support of Agency operations.

h. Existing and potential workload factors will be developed to facilitate appraisal of organizational structure and manpower requirements within the Supply Division.

i. A comprehensive study of training facilities utilized by the Armed Forces within the United States will be conducted to ascertain those facilities which can be utilized by the Agency in supplementing logistical training.

j. A glossary of terms for use throughout the Agency's logistical system will be prepared.

4. The status of the Office of Logistics objectives for Fiscal Year-1955 will be reviewed after the close of the fiscal year and reported together with objectives for Fiscal Year-1956.

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JAMES A. GARRISON  
Director of Logistics

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